

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
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STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 00-044

TO: District Superintendents, Business Managers, & Head Teachers

FROM: Maggie Singler

DATE: March 28, 2000

SUBJECT: A.R.S. 15-825.B Certificates of Educational Convenience - Data Submission

In accordance with A.R.S. § 15-825, districts that have students that fit the definition of a CEC student should apply to their County School Office for a Certificate of Educational Convenience upon enrollment of the student. The County School Office will submit the actual certificate to the Department of Education, School Finance Office upon approval. Due to legislative change (see A.R.S. 15-824.F) districts may claim actual cost funding for regular education non-group B children with disabilities. In order to be eligible for this funding the Department of Education, School Finance Office must receive a Certificate. It is important that districts request Certificates for both group b children with disabilities and regular education students they intend to claim.

Enclosed you will find a list of all students that School Finance has received a Certificate for from your county schools office. Please review the list for accuracy. If you believe students have been omitted from the list please contact your county schools office for more information. The CEC funding for your school district is dependent on valid certificate information. If any students on the list do not show a Special Education Census Student ID number and the student has been reported on the Special Education Census you must fill in the correct Census Student ID number and return the form to School Finance. Any students that are reported on the Special Education Census as a CEC-B student and do not have corresponding information on the students certificate or list will be deleted as a CEC-B student from the Census and they will NOT be funded as a CEC-B student. If your district plans to claim actual cost funding for students attending a private school please list the name and address of the private school so that we may forward the appropriate documentation to the school. If you would like to receive this list in an electronic format (i.e. Excel Workbook) please contact me via e-mail (msingle@mail1.ade.state.az.us) and I would be happy to forward it back to you. ***Please submit your corrected list by April 24, 2000 in order to be eligible for funding.***

As in the past, CEC-B students must be reported on the Average Daily Membership (ADM) and Special Education Census (SPED) reports. Please review the requirements for both. If data has already been submitted and does not meet the following criteria please make any necessary corrections so that funding can accurately be calculated.

Reporting requirements for CEC-B Students:

In order to be eligible for CEC-B funding, districts must report all CEC-B students on the 40th and 100th day Average Daily Membership and Special Education Census reports following these procedures:

Average Daily Membership (ADM) 40th day and 100th day counts:

Membership and Absence days for CEC-B children should be submitted on your district ADM reports. The membership and absence days should be reported in the Tuition In and CEC area of the ADM data collection form and the "CEC-B only" indicator should be marked appropriately, do not fill in the District of

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Residence CTD number. This will indicate to School Finance that these data are for CEC-B students only. It is preferred that you submit your data electronically (e.g. Delrep).

Special Education Census (December 1, 1999 & February 1, 2000):

Each CEC-B group b student should be reported on the December 1, 1999 and the February 1, 2000 Special Education Census. The CEC field should be completed with a "B" to indicate a CEC-B student. The student ID number used on the census should match the student ID number indicated on the certificate.

The table below lists the reports listing CEC-B students and where each report can be found. Please review the data listed on these reports for accuracy.

Data Collection System	Edit/Update Report	Master File Report	Aggregate Count Report
CEC-B Average Daily Membership (ADM)	ADMS 05-1 (Posted on ADE web site)	ADMS 45-1 (To be posted on ADE web site)	ADMS 40-01 (Posted on ADE web site)
CEC-B Special Education Census (SPED)	SPED 02 (Posted on ADE web site)	SPED 04-CECB (Hard copy enclosed, if applicable)	SPED 16 for CEC-B (Hard copy enclosed, if applicable)

All reports posted on ADE's web site can be found on your districts home page (<http://www.ade.state.az.us/schoolfinance/Districts>).

Please make corrections to reports that have already been submitted to be consistent with the above mentioned procedures. Doing this will ensure that funding can follow the student appropriately. If you need assistance with your ADM reports please contact Julie Vasquez at (602) 542-8239. If you need assistance with your Special Education Census reporting please contact Ingrid Rope at (602) 542-3302.

If you have any questions regarding CEC-B's please contact Maggie Singler at (602) 542-8244 or e-mail msingle@mail1.ade.state.az.us or Kristen Jordison at (602) 542-8249 or e-mail kjordis@mail1.ade.state.az.us.

cc: County School Superintendents